

## **TRANSIT COMMUTER BENEFIT PLAN**

---

The Transit Commuter Benefit Plan allows you to use pre-tax dollars to pay for Eligible Transportation Expenses on a before-tax basis. By paying for expenses on a before-tax basis, you reduce your income for the purpose of state, federal and Social Security taxes. Enrollment in the Transit Commuter Benefit Plan is optional.

### **WHO IS ELIGIBLE FOR THE TRANSIT COMMUTER BENEFIT PLAN?**

#### **Active Employees**

All regular employees who work at least 20 hours per week are eligible to participate in the Transit Commuter Benefit Plan on the first day of active employment.

### **ENROLLMENT**

Eligible employees may enroll in the Transit Commuter Benefit Plan at any time.

To enroll, you must complete an enrollment form and indicate the amount you want to contribute to the Transit Commuter Benefit Plan. Enrollment forms are available through the Benefits Office. By completing the form, you will authorize an annual salary reduction amount. Your actual contributions will be made from your paycheck in equal monthly or weekly installments depending on your pay status.

Coverage begins on the day you elect it on the enrollment form and submit it to the Benefits Office.

### **TRANSIT COMMUTER BENEFIT PLAN COVERAGE**

#### **Benefits Provided**

You can use the plan to set aside money on a pre-tax basis into a reimbursement account to pay for qualified commuting expenses such as vanpooling, trains, and buses to and from work. It excludes parking, gasoline and telecommuting expenses. You determine what types of expenses you expect to have during the year and fund your Transit Commuter Benefit Plan Account through automatic salary reduction. Throughout the year, you draw money out of your Account and reimburse yourself for the transit commuter expenses you have paid.

#### **How Much May You Contribute Each Year to the Transit Commuter Benefit Plan?**

You may contribute any amount from a minimum of \$25 to a maximum of \$2,760 for calendar year 2010. This amount may change from year to year based on IRS limits.

#### **Does the Use of Before-Tax Contributions to the Transit Commuter Benefit Plan Affect Any Other Benefits?**

It may. If your annual salary is below the Social Security wage base, your future Social Security benefit may be reduced, but only minimally.

## CLAIMS/PAYMENT OF EXPENSES

### How to File a Claim or Pay for Expenses

You must either:

- use your PayFlex card (which is similar to a debit card) at the point of purchase for your commuting expenses where the expenses are debited directly from your Account, or
- complete a PayFlex Transportation Claim Form, available in the Benefits Office or through the Benefits Office website at <http://www.bnl.gov/hr/Benefits/ReimbursementAccounts.asp>, or
- go online to [www.bnl.payflex.com](http://www.bnl.payflex.com) and submit your claim electronically.

In general, when submitting a claim for reimbursement, you must submit a receipt along with your claim form including provider name and address, date of service, type of service provided, and dollar amount charged for the service.

You can pay for your eligible expenses with the PayFlex card or submit for reimbursement for up to the amount of funds in your Account. If you submit for reimbursement of your claims, you may either set up a direct deposit option with PayFlex or receive a check which is mailed to your home.

Payments will be issued daily for eligible expenses. You can only be reimbursed for up to the total amount that is in your Account at the time of your claims submission or when you use your PayFlex card. You cannot be reimbursed for expenses incurred prior to your participation in the plan.

### How Long Do You Have to Submit Claims for Reimbursement?

You have until March 31 following the calendar year in which you incurred expenses to submit claims for reimbursement. So, for example, if you buy a train ticket in December, you would still have up to March 31 to claim the expense, provided there is money remaining in your Transit Commuter Benefit Plan Account.

If you have any funds in your Account at the time you terminate employment, terminate participation or cease to be eligible to participate, these funds will be forfeited if they are not used for expenses incurred prior to these dates and you do not submit them for reimbursement within the applicable timeframes. Any expenses incurred after these dates are not eligible for reimbursement.

### Questions About Claims

If you have a question about your Transit Commuter Benefit Plan claim, you should contact PayFlex at (800) 284-4885.

### How to Appeal a Claim

If your claim is denied, you will receive a written notice of the denial from the Claims Administrator. The notice will explain the reason for the denial and indicate the review procedures. You may request a review of the denied claim. The request must be submitted in writing to the Claims Administrator within 60 days after you receive the denial notice. Submit your request, including your reasons for requesting the review and any additional documents which you believe support your claim. The Claims Administrator will review the claim and ordinarily notify you within 60 days of the date your request for review is received. In special cases requiring a delay, the Claims Administrator will render a decision no later than 120 days after your request for review is received.

## CHANGES IN CONTRIBUTION AMOUNTS

The amount of pre-tax dollars you elect to contribute to your Transit Commuter Benefit Plan Account will remain in effect until you make another election and either change the amount you are contributing or terminate the Account. You may do this at any time for any future pay period.

## **MISCELLANEOUS**

### **Claims Administrator**

PayFlex Systems USA, Inc.  
P.O. Box 3039  
Omaha, NE 68103-4310  
Telephone: (800) 284-4885

Fax: (402) 231-4310

### **Eligible Transportation Expenses**

Eligible Transportation Expenses include:

- **Transit Pass Expenses:** expenses incurred for a pass, token, fare card, voucher, or similar item (a “Pass”) for transportation
  - On mass transit facilities, whether or not publicly owned, or
  - Provided by any person in the business of transporting persons for compensation or hire if such transportation is provided in a vehicle with seating capacity of at least six adults (excluding the driver)
- **Commuter Highway Vehicle (Vanpool) Expenses:** expenses incurred for transportation in a “commuter highway vehicle” if such transportation is in connection with travel between your residence and place of employment. A Commuter Highway Vehicle is any highway vehicle with a seating capacity of at least six adults (not including the driver), and for which at least 80% of the mileage is for the purpose of transporting employees in connection with travel between their residence and their places of employment, and on trips during which the number of employees transported for such purposes is, on average, at least half of the adult seating capacity of the vehicle (not including the driver).

### **General Information**

Information regarding the plan identification number, plan year, plan funding, type of plan, plan sponsor, plan administrator, agent for legal process, your rights under ERISA, prudent actions by plan fiduciaries, and modification, suspension, or termination of the plan can be found in the General Information section of this booklet.

### **Leave of Absence**

If you are on an approved Leave of Absence, your contributions to this plan will cease and your Account will be terminated. Only expenses incurred prior to the leave will be eligible for reimbursement. Upon return to work, you may once again elect to participate by completing an enrollment form.

### **Participants Receiving Long Term Disability Plan Benefits**

Contributions to this plan cease when a participant qualifies for BSA Long Term Disability Plan benefits.

### **Restrictions**

Transit Commuter Benefit Plan Accounts are allowable under Section 132(f) of the Internal Revenue Code, and certain restrictions apply to them.

All unused Account balances remaining when you are no longer a participant in the plan are forfeited.

### **Termination of Coverage**

Transit Commuter Benefit Plan benefits will cease on the earlier of the date your employment terminates, the date you cease participation in the plan, or the date you are no longer eligible for coverage.